

NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

8 SEP 1981

MEMORANDUM FOR: All Office Directors

FROM : Deputy Director
National Foreign Assessment Center

SUBJECT : First Quarter FY 1982 Contract Review Meeting

1. It is incumbent upon us to carefully evaluate our contract-program early in the fiscal year. I realize that some offices cannot afford to delay the negotiation of contracts due for NFAC approval in the first quarter. I am asking those offices to begin reviewing now those contract actions that require my approval. You should be prepared to discuss those requirements on **October 7**, in room 7E32 at 1 PM. I would also like you to identify at this time those unfunded requirements that require resolution early in the fiscal year.

2. It is clear that this review process will not provide sufficient time for the newly-created offices to prepare a well thought out research program. While I welcome those offices' participation at the October 7 meeting, I am prepared to review those offices' requirements on an ad hoc basis through December, at which time we will conduct our second quarter review.

3. All contracts involving external research and special studies--budget subobject classes 2534, 2540 and 2541--will be reviewed regardless of dollar value. Contracts in other categories may be submitted for review if you have a particular requirement for doing so. Please forward your submission to the PMES by **2 October**. You will be provided a package containing all office submissions prior to the meeting for your review.

4. I look upon your participation in this review as more than a justification of your office requirements but as an opportunity to collectively affirm that our contract monies are satisfying NFAC's highest research priorities in a cost-effective manner.

[Redacted Signature]

R. E. Hineman

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Attachment:

cc:

[Redacted CC]

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Office

External Analysis Contract Review - Quarter

(Dollars in Thousands)

OPERATING BUDGET / APPROVALS

OBLIGATIONS / COMMITMENTS

FY 1981 External Analysis Operating Budget \$

Oblig. Thru : \$

Comit. Thru : \$

Less:

Balance : \$

External Analysis Approved at Previous
Quarterly Contract Review/s \$

Approvals Avail. : \$

for oblig. : \$

FY 1981 External Analysis Available
for Approval \$

APPROVALS REQUESTED THIS QUARTER:

A. Office Funds: (External Analysis)

Description

Proposed
Contractor/s

Amount

(Projects listed in this section should include only those funded from subobject class 2534, and should reflect only those funds included in the component program).

B. Other Government Agency or Other Office Funds:

(This section should include those projects listed above for which funds have been contributed from another Government Agency, or other Agency component. This section should also include projects completely funded by other Agencies, if any).

C. Non-External Analysis Contract Approvals Requested:

(This section is for those projects not classified as external analysis - subobject classes 2540, 2541, and 2543).